

INTRODUCED: July 24, 2023

AN ORDINANCE No. 2023-218

To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to accept funds in the amount of \$166,059.20 from the United States Department of Justice, Office of Community Oriented Policing Services, and to appropriate the increase to the Fiscal Year 2023-2024 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Department of Police’s Community Oriented Policing Services (COPS) Special Fund by \$166,059.20, for the purpose of providing funding for a consultant to develop a comprehensive action plan for improving diversity, equity, and inclusion in officer recruitment and retention.

Patron – Mayor Stoney

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: SEPT 11 2023 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That the Chief Administrative Officer, for and on behalf of the City of Richmond, is authorized to accept funds in the amount of \$166,059.20 from the United States Department of Justice, Office of Community Oriented Policing Services for the purpose of providing funding for a consultant to develop a comprehensive action plan for improving diversity, equity, and inclusion in officer recruitment and retention.

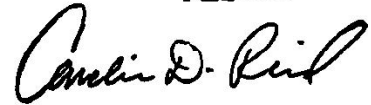
AYES: 8 NOES: 0 ABSTAIN: _____

ADOPTED: SEP 11 2023 REJECTED: _____ STRICKEN: _____

§ 2. That the funds received from the United States Department of Justice, Office of Community Oriented Policing Services are hereby appropriated to the Special Fund Budget for the fiscal year commencing July 1, 2023, and ending June 30, 2024, by increasing estimated revenues by \$166,059.20, increasing the amount appropriated for expenditures by \$166,059.20, and allotting to the Department of Police's Community Oriented Policing Services (COPS) Special Fund the sum of \$166,059.20, for the purpose of providing funding for a consultant to develop a comprehensive action plan for improving diversity, equity, and inclusion in officer recruitment and retention.

§ 3. This ordinance shall be in force and effect upon adoption.

**A TRUE COPY:
TESTE:**

A handwritten signature in black ink, appearing to read "Carolin D. Reil". The signature is written in a cursive style with a large initial 'C'.

City Clerk



City of Richmond

900 East Broad Street
2nd Floor of City Hall
Richmond, VA 23219
www.rva.gov

Master

File Number: Admin-2023-0455

File ID: Admin-2023-0455 **Type:** Request for Ordinance or Resolution **Status:** Regular Agenda

Version: 2 **Reference:** **In Control:** City Clerk Waiting Room

Department: **Cost:** **File Created:** 05/31/2023

Subject: **Final Action:**

Title:

Internal Notes:

Code Sections:

Agenda Date: 07/24/2023

Indexes:

Agenda Number:

Patron(s):

Enactment Date:

Attachments: 2023-0455_DEI
Consultant_CAOSignatureRequest.pdf,
2023-0455_Richmond.BudgetandBudgetNarrative.pdf,
2023-0455_Richmond.OfficerRecruitmentandRetention.pdf,
2023-0455_Active Funded Award.pdf

Enactment Number:

Contact:

Introduction Date:

Drafter: GiTanya.Parker@rva.gov

Effective Date:

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
2	1		Matthew Pearnot - FYI		
2	2		Albert Stokes - FYI		
2	3	6/2/2023	Richard Edwards	Approve	6/2/2023
2	4	6/2/2023	Jason May	Delegated	
Notes: Delegated: Out Of Office					
2	5	6/2/2023	Meghan Brown	Approve	6/6/2023
2	6	6/2/2023	Sheila White	Approve	6/6/2023
2	7	6/2/2023	Sabrina Joy-Hogg	Approve	6/6/2023
2	8	6/2/2023	Caitlin Sedano - FYI	Notified - FYI	
2	9	6/5/2023	Lincoln Saunders	Approve	6/13/2023
2	10	7/19/2023	Mayor Stoney	Approve	6/21/2023

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File Admin-2023-0455

O&R REQUEST

DATE: May 15, 2023

EDITION: 1

TO: The Honorable Members of City Council

THROUGH: The Honorable Levar M. Stoney, Mayor

THROUGH: J.E. Lincoln Saunders, Chief Administrative Officer

THROUGH: Sabrina Joy-Hogg, DCAO Finance and Administration

THROUGH: Sheila D. White, Director of Finance

THROUGH: Jason May, Director of Budget and Strategic Planning

FROM: Richard G. Edwards, Acting Chief of Police

RE: Acceptance of grant funds to support Diversity, Equity, and Inclusion Consultant and Retention and Recruitment Efforts

ORD. OR RES. No.

PURPOSE: To authorize the Chief Administrative Officer (CAO) to accept \$166,059.20 from the Office of Community Oriented Policing Services (the COPS Office) and appropriate the same to the FY2024 Special Fund Budget to support Diversity, Equity, and Inclusion (DEI) Consultant and officer recruitment and retention efforts.

REASON: The FY 2024 Community Oriented Policing Services (COPS) Special Fund does not include grant funding to support this award.

RECOMMENDATION: Grant funding is recommended to be accepted and appropriated to the Richmond Police Department FY 2024 Community Oriented Policing Services (COPS) Special Fund.

BACKGROUND: The Richmond Police Department (RPD) is focused on building a diverse agency with equitable access to opportunities and an inclusive culture. RPD aims to bridge its current diversity, equity, and inclusion (DEI) gaps by expanding its ability to recruit and retain a diverse workforce and to build trust and confidence with the public and within the agency. Richmond Police Department is well-positioned to more strategically leverage DEI to accelerate its mission of providing the best public safety services to enhance safety and security in Richmond, Virginia. As a first step to driving a culture of diversity, equity, and inclusion, RPD must understand the current state of DEI at the department. RPD is seeking grant funding to support a DEI Consultant to understand the current state and provide recommendations to improve diversity, equity, and inclusion. The DEI Consultant will analyze RPD's current officer recruitment and retention efforts and develop a comprehensive action plan.

FISCAL IMPACT / COST: These funds will increase the FY24 Special Funds Budget.

FISCAL IMPLICATIONS: These funds (\$166,059.20) will allow the Richmond Police Department to financially support a DEI Consultant to work with RPD Recruitment and Personnel.

BUDGET AMENDMENT NECESSARY: Yes. This request amends the FY24 Special Fund Budget.

REVENUE TO CITY: The City of Richmond will add \$166,059.20 to the FY24 Special Funds Budget.

DESIRED EFFECTIVE DATE: Upon Adoption

REQUESTED INTRODUCTION DATE: July 24, 2023

CITY COUNCIL PUBLIC HEARING DATE: August 7, 2023

REQUESTED AGENDA: Consent Agenda

RECOMMENDED COUNCIL COMMITTEE: Public Safety

CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES: None.

AFFECTED AGENCIES: Department of Finance, Department of Budget and Strategic Planning, and the Richmond Police Department

RELATIONSHIP TO EXISTING ORD. OR RES.: This amends the Special Fund Budget.

REQUIRED CHANGES TO WORK PROGRAM(S): None.

ATTACHMENTS: Grant Award, Special Fund Agency Detail, Special Fund Description by Agency
STAFF:

Richard G. Edwards, Acting Chief of Police, Richard.Edwards@rva.gov <mailto:Richard.Edwards@rva.gov>

Victoria N. Pearson, Civilian Deputy Chief, Victoria.Pearson@rva.gov <mailto:Victoria.Pearson@rva.gov>

Albert B. Stokes, Jr., Civilian Deputy Chief, Albert.Stokes@rva.gov <mailto:Albert.Stokes@rva.gov>

Matthew E. Peanort, III. Deputy Director, Matthew.Peanort@rva.gov <mailto:Matthew.Peanort@rva.gov>

GiTonya L. Parker, Grants Manager, GiTonya.Parker@rva.gov <mailto:GiTonya.Parker@rva.gov>

✓ Award Letter

October 13, 2022

Dear Gerald Smith,

On behalf of Attorney General Merrick B. Garland, it is my pleasure to inform you the Office of Community Oriented Policing Services (the COPS Office) has approved the application submitted by RICHMOND, CITY OF for an award under the funding opportunity entitled 2022 FY22 Microgrants -Community Policing Development Solicitation. The approved award amount is \$166,059.2.

Review the Award Instrument below carefully and familiarize yourself with all conditions and requirements before accepting your award. The Award Instrument includes the Award Offer (Award Information, Project Information, Financial Information, and Award Conditions) and Award Acceptance. For COPS Office and OVW funding the Award Offer also includes any Other Award Documents.

Please note that award requirements include not only the conditions and limitations set forth in the Award Offer, but also compliance with assurances and certifications that relate to conduct during the period of performance for the award. These requirements encompass financial, administrative, and programmatic matters, as well as other important matters (e.g., specific restrictions on use of funds). Therefore, all key staff should receive the award conditions, the assurances and certifications, and the application as approved by the COPS Office, so that they understand the award requirements. Information on all pertinent award requirements also must be provided to any subrecipient of the award.

Should you accept the award and then fail to comply with an award requirement, DOJ will pursue appropriate remedies for non-compliance, which may include termination of the award and/or a requirement to repay award funds.

Prior to accepting the award, your Entity Administrator must assign a Financial Manager, Grant Award Administrator, and Authorized Representative(s) in the Justice Grants System (JustGrants). The Entity Administrator will need to ensure the assigned Authorized Representative(s) is current and has the legal authority to accept awards and bind the entity to the award terms and conditions. To accept the award, the Authorized Representative(s) must accept all parts of the Award Offer in the Justice Grants System (JustGrants), including by executing the required declaration and certification, within 45 days from the award date.

To access your funds, you will need to enroll in the Automated Standard Application for Payments (ASAP) system, if you haven't already completed the enrollment process in ASAP. The Entity Administrator should have already received an email from ASAP to initiate this process.

Congratulations, and we look forward to working with you.

ROBERT CHAPMAN
Acting Director

Office for Civil Rights Notice for All Recipients

The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) has been delegated the responsibility for ensuring that recipients of federal financial assistance from the OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW) are not engaged in discrimination prohibited by law. Several federal civil rights laws, such as Title VI of the Civil Rights Act of 1964 and Section 504 of the

Rehabilitation Act of 1973, require recipients of federal financial assistance to give assurances that they will comply with those laws. Taken together, these civil rights laws prohibit recipients of federal financial assistance from DOJ from discriminating in services and employment because of race, color, national origin, religion, disability, sex, and, for grants authorized under the Violence Against Women Act, sexual orientation and gender identity. Recipients are also prohibited from discriminating in services because of age. For a complete review of these civil rights laws and nondiscrimination requirements, in connection with DOJ awards, see <https://ojp.gov/funding/Explore/LegalOverview/CivilRightsRequirements.htm>.

Under the delegation of authority, the OCR investigates allegations of discrimination against recipients from individuals, entities, or groups. In addition, the OCR conducts limited compliance reviews and audits based on regulatory criteria. These reviews and audits permit the OCR to evaluate whether recipients of financial assistance from the Department are providing services in a nondiscriminatory manner to their service population or have employment practices that meet equal-opportunity standards.

If you are a recipient of grant awards under the Omnibus Crime Control and Safe Streets Act or the Juvenile Justice and Delinquency Prevention Act and your agency is part of a criminal justice system, there are two additional obligations that may apply in connection with the awards: (1) complying with the regulation relating to Equal Employment Opportunity Programs (EEOPs); and (2) submitting findings of discrimination to OCR. For additional information regarding the EEOP requirement, see 28 CFR Part 42, subpart E, and for additional information regarding requirements when there is an adverse finding, see 28 C.F.R. §§ 42.204(c), .205(c)(5).

The OCR is available to help you and your organization meet the civil rights requirements that are associated with DOJ grant funding. If you would like the OCR to assist you in fulfilling your organization's civil rights or nondiscrimination responsibilities as a recipient of federal financial assistance, please do not hesitate to contact the OCR at askOCR@ojp.usdoj.gov.

∨ **Award Information**

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

 **Recipient Information**

Recipient Name

RICHMOND, CITY OF

UEI

EG4LF5GYLK81

ORI Number

Street 1

Street 2

900 E BROAD ST STE 201

City

RICHMOND

State/U.S. Territory

Virginia

Zip/Postal Code

23219

Country

United States

County/Parish

Province

 **Award Details**

Federal Award Date

10/13/22

Award Type

Initial

Award Number

15JCOPS-22-GG-04514-PPSE

Supplement Number

00

Federal Award Amount

\$166,059.20

Funding Instrument Type

Grant

Assistance Listing Number **Assistance Listings Program Title**

16.710

Public Safety Partnership and Community Policing Grants

Statutory Authority

The Public Safety Partnership and Community Policing Act of 1994, 34 U.S.C. § 10381 et seq



I have read and understand the information presented in this section of the Federal Award Instrument.

∨ **Project Information**

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

Solicitation Title

2022 FY22 Microgrants -Community Policing
Development Solicitation

Awarding Agency

COPS

Application Number

GRANT13658318

Grant Manager Name Phone Number

EBONYQUE TAYLOR [202-532-4716](tel:202-532-4716)

E-mail Address

Ebonyque.Taylor@usdoj.gov

Project Title

FY22 City of Richmond, VA Microgrant

Performance Period Start Date

09/01/2022

Performance Period End Date

08/31/2023

Budget Period Start Date

09/01/2022

Budget Period End Date

08/31/2023

Project Description

The Richmond Police Department (RPD) is focused on building a diverse agency, with equitable access to opportunities, and an inclusive culture. RPD aims to bridge its current diversity, equity, and inclusion (DEI) gaps by expanding its ability to recruit and retain a diverse workforce and to build trust and confidence with the public, as well as within the agency. Richmond Police Department is well-positioned to more strategically leverage DEI to accelerate its mission of providing the best public safety services to enhance the safety and security in the city of Richmond, Virginia. As a first step to driving a culture of diversity, equity, and inclusion, RPD must understand the current state of DEI at the department. To understand the current state and provide recommendations to improve diversity, equity, and inclusion, RPD is seeking grant funding to hire a DEI Coordinator/Consultant. The DEI Coordinator will analyze RPD's current officer recruitment and retention efforts and development an overall plan of action.

I have read and understand the information presented in this section of the Federal Award Instrument.

Financial Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

A financial analysis of budgeted costs has been completed. All costs listed in the approved budget below were programmatically approved based on the final proposed detailed budget and budget narratives submitted by your agency to the COPS Office. Any adjustments or edits to the proposed budget are explained below.

Budget Clearance Date:

9/28/22 12:38 AM

Comments

Your proposed budget or budget description required revisions based on the attached budget narrative or information provided during the budget review process, and are reflected in the approved budget.

Budget Category	Proposed Budget	Change	Approved Budget	Percentages
Sworn Officer Positions	\$0.00	\$0.00	\$0.00	
Civilian or Non-Sworn Personnel		\$0.00	\$0.00	
Travel	\$74,259.20	-\$34,259.20	\$40,000.00	
Equipment	\$9,000.00	\$0.00	\$9,000.00	
Supplies	\$0.00	\$0.00	\$0.00	
SubAwards	\$0.00	\$0.00	\$0.00	
Procurement Contracts	\$72,800.00	\$0.00	\$72,800.00	
Other Costs	\$10,000.00	\$34,259.20	\$44,259.20	
Total Direct Costs	\$0.00	\$166,059.20	\$166,059.20	
Indirect Costs	\$166,059.20	-\$166,059.20	\$0.00	
Total Project Costs			\$166,059.20	
Federal Funds:			\$166,059.20	100.00%
Match Amount:			\$0.00	0.00%
Program Income:			\$0.00	0.00%

Budget Detail Summary View

I have read and understand the information presented in this section of the Federal Award Instrument.

✓ Other Award Documents

No other award documents have been added.

✓ Award Conditions

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.



Restrictions on Internal Confidentiality Agreements: No recipient or subrecipient under this award, or entity that receives a contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts the lawful reporting of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information. Consolidated Appropriations Act, 2022, Public Law 117-103, Division E, Title VII, Section 742.



Duplicative Funding: The recipient understands and agrees to notify the COPS Office if it receives, from any other source, funding for the same item or service also funded under this award.



Contract Provision: All contracts made by the award recipients under the federal award must contain the provisions required under 2 C.F.R. Part 200, Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards. Please see appendices in the Award Owner's Manual for a full text of the contract provisions.



Award Monitoring Activities: Federal law requires that recipients receiving federal funding from the COPS Office must be monitored to ensure compliance with their award conditions and other applicable statutes and regulations. The COPS Office is also interested in tracking the progress of our programs and the advancement of community policing. Both aspects of award implementation—compliance and programmatic benefits—are part of the monitoring process coordinated by the U.S. Department of Justice. Award monitoring activities conducted by the COPS Office include site visits, enhanced office-based grant reviews, alleged noncompliance reviews, financial and programmatic reporting, and audit resolution. As a COPS Office award recipient, you agree to cooperate with and respond to any requests for information pertaining to your award. This includes all financial records, such as general accounting ledgers and all supporting documents. All information pertinent to the implementation of the award is subject to agency review throughout the life of the award, during the close-out process and for three-years after the submission of the final expenditure report. 34 U.S.C. § 10385(a) and 2 C.F.R. §§ 200.334 and 200.337.



Authorized Representative Responsibility: The recipient understands that, in accepting this award, the Authorized Representatives declare and certify, among other things, that they possess the requisite legal authority to accept the award on behalf of the recipient entity and, in so doing, accept (or adopt) all material requirements throughout the period of performance under this award. The recipient further understands, and agrees, that it will not assign anyone to the role of Authorized Representative during the period of performance under the award without first ensuring that the individual has the requisite legal authority.

6

Termination: Recipient understands and agrees that the COPS Office may terminate funding, in whole or in part, for the following reasons:

- (1) When the recipient fails to comply with the terms and conditions of a Federal award.
 - (2) When an award no longer effectuates the program goals or agency priorities, to the extent such termination is authorized by law.
 - (3) When the recipient agrees to the termination and termination conditions.
 - (4) When the recipient provides the COPS Office written notification requesting termination including the reasons, effective date, and the portion of the award to be terminated. The COPS Office may terminate the entire award if the remaining portion will not accomplish the purposes of the award.
 - (5) Pursuant to any other termination provisions included in the award.
2. C.F.R. § 200.340.

7

Award Owner's Manual: The recipient agrees to comply with the terms and conditions in the applicable 2022 COPS Office Program Award Owner's Manual; DOJ Grants Financial Guide; COPS Office statute (34 U.S.C. § 10381, et seq.) as applicable; Students, Teachers, and Officers Preventing (STOP) School Violence Act of 2018 (34 U.S.C. § 10551, et seq.) as applicable; the requirements of 2 C.F.R. Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101; 48 C.F.R. Part 31 (FAR Part 31) as applicable (Contract Cost Principles and Procedures); the Cooperative Agreement as applicable; representations made in the application; and all other applicable program requirements, laws, orders, regulations, or circulars.

8

Assurances and Certifications: The recipient acknowledges its agreement to comply with the Assurances and Certifications forms that were signed as part of its application.

9

Federal Civil Rights: The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition—

- a. the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
 - b. the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by the Office on Violence Against Women, also may apply to an award made otherwise;
 - c. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and
 - d. on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.
- The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not

limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).

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Mandatory Disclosure: Recipients and subrecipients must timely disclose in writing to the Federal awarding agency or pass-through entity, as applicable, all federal criminal law violations involving fraud, bribery, or gratuity that may potentially affect the awarded federal funding. Recipients that receive an award over \$500,000 must also report certain civil, criminal, or administrative proceedings in SAM and are required to comply with the Term and Condition for Recipient Integrity and Performance Matters as set out in 2 C.F.R. Part 200, Appendix XII to Part 200. Failure to make required disclosures can result in any of the remedies, including suspension and debarment, described in 2 C.F.R. § 200.339. 2 C.F.R. § 200.113.

11

Enhancement of Contractor Protection from Reprisal for Disclosure of Certain Information: Recipients and subrecipients agree not to discharge, demote, or otherwise discriminate against an employee as reprisal for the employee disclosing information that he or she reasonably believes is evidence of gross mismanagement of a federal contract or award, a gross waste of federal funds, an abuse of authority relating to a federal contract or award, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or award. Recipients and subrecipients also agree to provide to their employees in writing (in the predominant native language of the workforce) of the rights and remedies provided in 41 U.S.C. § 4712. Please see appendices in the Award Owner's Manual for a full text of the statute.

12

False Statements: False statements or claims made in connection with COPS Office awards may result in fines, imprisonment, debarment from participating in federal awards or contracts, and/or any other remedy available by law. 31 U.S.C. § 3729-3733.

13

System for Award Management (SAM) and Universal Identifier Requirements: The recipient agrees to comply with the following requirements of 2 C.F.R. Part 25, Appendix A to Part 25 – Award Term:

I. System for Award Management and Universal Identifier Requirements

A. Requirement for System for Award Management

Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain current information in the SAM. This includes information on your immediate and highest level owner and subsidiaries, as well as on all of your predecessors that have been awarded a Federal contract or Federal financial assistance within the last three years, if applicable, until you submit the final financial report required under this Federal award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another Federal award term.

B. Requirement for Unique Entity Identifier

If you are authorized to make subawards under this Federal award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you until the entity has provided its Unique Entity Identifier to you.
2. May not make a subaward to an entity unless the entity has provided its Unique Entity Identifier to you. Subrecipients are not required to obtain an active SAM registration, but must obtain a Unique Entity Identifier.

C. Definitions

For purposes of this term:

1. System for Award Management (SAM) means the Federal repository into which a recipient must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM internet site (currently at <https://www.sam.gov>).
2. Unique Entity Identifier means the identifier assigned by SAM to uniquely identify business entities.
3. Entity includes non-Federal entities as defined at 2 CFR 200.1 and also includes all of the following, for purposes of this part:
 - a. A foreign organization;
 - b. A foreign public entity;
 - c. A domestic for-profit organization; and
 - d. A Federal agency.
4. Subaward has the meaning given in 2 CFR 200.1.
5. Subrecipient has the meaning given in 2 CFR 200.1.

14

Reporting Subawards and Executive Compensation

The recipient agrees to comply with the following requirements of 2 C.F.R. Part 170, Appendix A to Part 170 – Award Term:

I. Reporting Subawards and Executive Compensation

a. Reporting of first-tier subawards.

Applicability. Unless you are exempt as provided in paragraph d. of this award term, you must report each action that equals or exceeds \$30,000 in Federal funds for a subaward to a non-Federal entity or Federal agency (see definitions in paragraph e. of this award term).

2. Where and when to report.

i. The non-Federal entity or Federal agency must report each obligating action described in paragraph a.1. of this award term to <http://www.fsr.gov>.

ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

3. What to report. You must report the information about each obligating action that the submission instructions posted at <http://www.fsr.gov> specify.

b. Reporting total compensation of recipient executives for non-Federal entities.

1. Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—

i. The total Federal funding authorized to date under this Federal award equals or exceeds \$30,000 as defined in 2 CFR 170.320;

ii. in the preceding fiscal year, you received—

(A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards), and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and,

iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. Where and when to report. You must report executive total compensation described in paragraph b.1. of this award term:

i. As part of your registration profile at <https://www.sam.gov>.

ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. Reporting of Total Compensation of Subrecipient Executives.

1. Applicability and what to report. Unless you are exempt as provided in paragraph d. of this award term, for each first-tier non-Federal entity subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—

i. in the subrecipient's preceding fiscal year, the subrecipient received—

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards) and,

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. Where and when to report. You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

i. To the recipient.

ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. Exemptions.

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

i. Subawards, and

ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. Definitions. For purposes of this award term:

1. Federal Agency means a Federal agency as defined at 5 U.S.C. 551(1) and further clarified by 5 U.S.C. 552(f).
2. Non-Federal entity means all of the following, as defined in 2 CFR part 25:
 - i. A Governmental organization, which is a State, local government, or Indian tribe;
 - ii. A foreign public entity;
 - iii. A domestic or foreign nonprofit organization; and,
 - iv. A domestic or foreign for-profit organization
3. Executive means officers, managing partners, or any other employees in management positions.
4. Subaward:
 - i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 - ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200.331).
 - iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.
5. Subrecipient means a non-Federal entity or Federal agency that:
 - i. Receives a subaward from you (the recipient) under this award; and
 - ii. Is accountable to you for the use of the Federal funds provided by the subaward.
6. Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)).

15

Equal Employment Opportunity Plan (EEOP): All recipients of funding from the COPS Office must comply with the federal regulations pertaining to the development and implementation of an Equal Employment Opportunity Plan. 28 C.F.R. Part 42 subpart E.

16

Reports/Performance Goals: To assist the COPS Office in monitoring and tracking the performance of your award, your agency will be responsible for submitting semi-annual programmatic performance reports that describe project activities during the reporting period and quarterly Federal Financial Reports using Standard Form 425 (SF-425). 2 C.F.R. §§ 200.328 - 200.329. The performance report is used to track your agency's progress toward implementing community policing strategies and to collect data to gauge the effectiveness of increasing your agency's community policing capacity through COPS Office funding. The Federal Financial Report is used to track the expenditures of the recipient's award funds on a cumulative basis throughout the life of the award.

17

Recipient Integrity and Performance Matters: For awards over \$500,000, the recipient agrees to comply with the following requirements of 2 C.F.R. Part 200, Appendix XII to Part 200 – Award Term and Condition for Recipient Integrity and Performance Matters:

A. Reporting of Matters Related to Recipient Integrity and Performance

1. General Reporting Requirement

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

2. Proceedings About Which You Must Report

Submit the information required about each proceeding that:

a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;

b. Reached its final disposition during the most recent five-year period; and

c. Is one of the following:

(1) A criminal proceeding that resulted in a conviction, as defined in paragraph 5 of this award term and condition;

(2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;

(3) An administrative proceeding, as defined in paragraph 5. of this award term and condition, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or

(4) Any other criminal, civil, or administrative proceeding if:

(i) It could have led to an outcome described in paragraph 2.c.(1), (2), or (3) of this award term and condition;

(ii) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and

(iii) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

3. Reporting Procedures

Enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph 2 of this award term and condition. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM because you were required to do so under Federal procurement contracts that you were awarded.

4. Reporting Frequency

During any period of time when you are subject to the requirement in paragraph 1 of this award term and condition, you must report proceedings information through SAM for the most recent five year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report. Recipients that have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000 must disclose semiannually any information about the criminal, civil, and administrative proceedings.

5. Definitions

For purposes of this award term and condition:

a. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.

b. Conviction, for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.

c. Total value of currently active grants, cooperative agreements, and procurement contracts includes—

(1) Only the Federal share of the funding under any Federal award with a recipient cost share or match; and

(2) The value of all expected funding increments under a Federal award and options, even if not yet exercised.

18

Debarment and Suspension: The recipient agrees not to award federal funds under this program to any party which is debarred or suspended from participation in federal assistance programs. 2 C.F.R. Part 180 (Government-wide Nonprocurement Debarment and Suspension) and 2 C.F.R. Part 2867 (DOJ Nonprocurement Debarment and Suspension).

19

Employment Eligibility: The recipient agrees to complete and keep on file, as appropriate, the Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form (I-9). This form is to be used by recipients of federal funds to verify that persons are eligible to work in the United States. Immigration Reform and Control Act of 1986 (IRCA), Public Law 99-603.

20

Conflict of Interest: Recipients and subrecipients must disclose in writing to the COPS Office or pass-through entity, as applicable, any potential conflict of interest affecting the awarded federal funding in 2 C.F.R. § 200.112.

21

Additional High-Risk Recipient Requirements: The recipient agrees to comply with any additional requirements that may be imposed during the award performance period if the awarding agency determines that the recipient is a high-risk recipient. 2 C.F.R. § 200.208.

22

Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment: Recipient agrees that it, and its subrecipients, will not use award funds to extend, renew, or enter into any contract to procure or obtain any covered telecommunication and video surveillance services or equipment as described in 2 CFR §200.216. Covered services and equipment include telecommunications or video surveillance services or equipment produced or provided by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities); Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities); or an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of China. The use of award funds on covered telecommunications or video surveillance services or equipment are unallowable.

2. C.F.R. § 200.216 & 471. See also Section 889 of the John S. McCain National Defense Authorization Act of Fiscal Year 2019, Public Law 115-232.

23

Travel Costs: Travel costs for transportation, lodging and subsistence, and related items are allowable with prior approval from the COPS Office. Payment for allowable travel costs will be in accordance with 2 C.F.R. § 200.475.

24

The Paperwork Reduction Act Clearance and Privacy Act Review: Recipient agrees, if required, to submit all surveys, interview protocols, and other information collections to the COPS Office for submission to the Office of Management and Budget (OMB) for clearance under the Paperwork Reduction Act (PRA). Before submission to OMB, all information collections that request personally identifiable information must be reviewed by the COPS Office to ensure compliance with the Privacy Act. The Privacy Act compliance review and the PRA clearance process may take several months to complete. 44 U.S.C. §§ 3501-3520 and 5 U.S.C. § 552a.

25

Supplementing, not Supplanting: State, local, and tribal government recipients must use award funds to supplement, and not supplant, state, local, or Bureau of Indian Affairs (BIA) funds that are already committed or otherwise would have been committed for award purposes (hiring, training, purchases, and/or activities) during the award period. In other words, state, local, and tribal government recipients may not use COPS Office funds to supplant (replace) state, local, or BIA funds that would have been dedicated to the COPS Office-funded item(s) in the absence of the COPS Office award. 34 U.S.C. § 10384(a).

26

Sole Source Justification: Recipients who have been awarded funding for the procurement of an item (or group of items) or service in excess of \$250,000 and who plan to seek approval for use of a noncompetitive procurement process must provide a written sole source justification to the COPS Office for approval prior to obligating, expending, or drawing down award funds for that item or service. 2 C.F.R. § 200.325(b)(2).

27

Evaluations: The COPS Office may conduct monitoring or sponsor national evaluations of its award programs. The recipient agrees to cooperate with the monitors and evaluators. 34 U.S.C. § 10385(b).

28

News Media: The recipient agrees to comply with the COPS Office policy on contact with the news media. The policy establishes the COPS Office Communications Division as the principal point of contact for the news media for issues relevant to the COPS Office or parameters of this award. The recipient agrees to refer all media inquiries on these topics directly to the COPS Office Communications Division at 202-514-9079.

29

Modifications: Award modifications are evaluated on a case-by-case basis in accordance with 2 C.F.R. § 200.308(f). For federal awards in excess of \$250,000, any modification request involving the reallocation of funding between budget categories that exceed or are expected to exceed 10 percent (10%) of the total approved budget requires prior written approval by the COPS Office. Regardless of the federal award amount or budget modification percentage, any reallocation of funding is limited to approved budget

categories. In addition, any budget modification that changes the scope of the project requires prior written approval by the COPS Office.

30

Public Release Information: The recipient agrees to submit one copy of all reports and proposed publications resulting from this award ninety (90) days prior to public release. Any publications (written, curricula, visual, sound, or websites) or computer programs, whether or not published at government expense, shall contain the following statement:

"This project was supported, in whole or in part, by federal award number [YYYY-XX-XXXX] awarded to [Entity] by the U.S. Department of Justice, Office of Community Oriented Policing Services. The opinions contained herein are those of the author(s) or contributor(s) and do not necessarily represent the official position or policies of the U.S. Department of Justice. References to specific individuals, agencies, companies, products, or services should not be considered an endorsement by the author(s), contributor(s), or the U.S. Department of Justice. Rather, the references are illustrations to supplement discussion of the issues.

The Internet references cited in this publication were valid as of the date of publication. Given that URLs and websites are in constant flux, neither the author(s) nor the COPS Office can vouch for their current validity."

31

Human Subjects Research: The recipient agrees to comply with the provisions of the U.S. Department of Justice's common rule regarding Protection of Human Subjects, 28 C.F.R. Part 46, prior to the expenditure of Federal funds to perform such activities, if applicable. The recipient also agrees to comply with 28 C.F.R. Part 22 regarding the safeguarding of individually identifiable information collected from research participants.

32

Copyright: If applicable, the recipient may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under this award in accordance with 2 C.F.R. § 200.315(b). The COPS Office reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish, or otherwise use the work, in whole or in part (including create derivative works), for Federal Government purposes, and to authorize others to do so. The COPS Office also reserves the right, at its discretion, not to publish deliverables and other materials developed under this award as a U.S. Department of Justice resource.

Products and deliverables developed with award funds and published as a U.S. Department of Justice resource will contain the following copyright notice:

"This resource was developed under a federal award and may be subject to copyright. The U.S. Department of Justice reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use the work for Federal Government purposes and to authorize others to do so. This resource may be freely distributed and used for noncommercial and educational purposes only."

33

Computer Network Requirement: The recipient understands and agrees that no award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography. Nothing in this requirement limits the use of funds necessary for any federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities. Consolidated Appropriations Act, 2022, Public Law 117-103, Division B, Title V, Section 527.

34

Allowable Costs: The funding under this award is for the payment of approved costs for program-specific purposes. The allowable costs approved for your agency's award are limited to those listed in your agency's award package. In accordance with 2 C.F.R. § 200.400(g), the recipient must forgo any profit or management fee. Your agency may not use award funds for any costs not identified as allowable in the award package.

35

Extensions: Recipients may request an extension of the award period to receive additional time to implement their award program. Such extensions do not provide additional funding. Only those recipients that can provide a reasonable justification for delays will be granted no-cost extensions. Extension requests must be received prior to the end date of the award. 2 C.F.R. §§ 200.308(e)(2) and 200.309.

36

Domestic preferences for procurements: Recipient agrees that it, and its subrecipients, to the greatest extent practicable, will provide a preference for the purchase, acquisition, or use of goods, products, and materials produced in, and services offered in, the United States. 2. C.F.R. § 200.322 and Executive Order 14005, Ensuring the Future is Made in All of America by All of America's Workers, January 25, 2021.

I have read and understand the information presented in this section of the Federal Award Instrument.

∨ **Award Acceptance**

Declaration and Certification to the U.S. Department of Justice as to Acceptance

By checking the declaration and certification box below, I--

A. Declare to the U.S. Department of Justice (DOJ), under penalty of perjury, that I have authority to make this declaration and certification on behalf of the applicant.

B. Certify to DOJ, under penalty of perjury, on behalf of myself and the applicant, to the best of my knowledge and belief, that the following are true as of the date of this award acceptance: (1) I have conducted or there was conducted (including by applicant's legal counsel as appropriate and made available to me) a diligent review of all terms and conditions of, and all supporting materials submitted in connection with, this award, including any assurances and certifications (including anything submitted in connection therewith by a person on behalf of the applicant before, after, or at the time of the application submission and any materials that accompany this acceptance and certification); and (2) I have the legal authority to accept this award on behalf of the applicant.

C. Accept this award on behalf of the applicant.

D. Declare the following to DOJ, under penalty of perjury, on behalf of myself and the applicant: (1) I understand that, in taking (or not taking) any action pursuant to this declaration and certification, DOJ will rely upon this declaration and certification as a material representation; and (2) I understand that any materially false, fictitious, or fraudulent information or statement in this declaration and certification (or concealment or omission of a material fact as to either) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the applicant to

civil penalties and administrative remedies under the federal False Claims Act (including under 31 U.S.C. §§ 3729-3730 and/or §§ 3801-3812) or otherwise.

Agency Approval

Title of Approving Official	Name of Approving Official	Signed Date And Time
Acting Director	ROBERT CHAPMAN	9/28/22 5:21 PM

Authorized Representative

Declaration and Certification (Law Enforcement Executive/Program Official)

Declaration and Certification (Government Executive/Financial Official)

Entity Acceptance

Title of Authorized Entity Official
 Chief Administrative Officer

Name of Authorized Entity Official
 Lincoln Saunders

Signed Date And Time
 12/5/2022 8:37 PM

Entity Acceptance

Title of Authorized Entity Official
 Chief Administrative Officer

Name of Authorized Entity Official
 Lincoln Saunders

Signed Date And Time
 12/6/2022 2:37 PM

City of Richmond Police Department
 FY 22 MICROGRANTS – OFFICER RECRUITMENT AND RETENTION

BUDGET*

A. PERSONNEL

Item	Detailed Computation	Amount
N/A		
Sub Total		

B. FRINGE BENEFITS

Item	Detailed Computation	Amount
N/A		\$0.00
Sub Total		\$0.00

C. SUPPLIES

Item	Detailed Computation	Amount
N/A		\$0.00
Sub Total		\$0.00

D. TRAVEL/TRAINING

Item	Detailed Computation	Amount
Recruitment Events	4 ppl x 5 states x 2 Visits/state x 1,000 per person	\$40,000.00
Sub Total		\$40,000.00

E. EQUIPMENT

Item	Detailed Computation	Amount
Portable Projector	2 x \$1,500	\$3,000.00
Computers/Laptops	5 x \$1,200	\$6,000.00
Sub Total		\$9,000.00

F. CONSULTANTS/CONTRACTUAL

Item	Detailed Computation	Amount
DEI Consultant	\$81.25/hour x 896 hours	\$72,800.00
Sub Total		\$72,800.00

G. OTHER

Item	Detailed Computation	Amount
OT to Recruitment Events	\$53.33 x 16 hours x 4 staff x 10 trips	\$34,259.20
Registration Fees – Recruitment Events	\$1000 x 5 States x 2 visits each	\$10,000.00
Sub Total		\$44,259.20

City of Richmond Police Department
FY 22 MICROGRANTS – OFFICER RECRUITMENT AND RETENTION

BUDGET SUMMARY

A. Personnel	\$0.00
B. Fringe Benefits	\$0.00
C. Supplies	\$0.00
D. Travel/Training	\$40,000.00
E. Equipment	\$9,000.00
F. Contractual/Consulting	\$72,800.00
G. Other	\$44,259.20
SUBTOTAL	\$166,059.20
TOTAL PROJECT COST	\$166,059.20

BUDGET NARRATIVE

- A. PERSONNEL – not included
- B. FRINGE BENEFITS – not included
- C. SUPPLIES – not included
- D. TRAVEL/TRAINING:
Recruitment Events – Funding will cover hotel lodging and per diem.
- E. EQUIPMENT:
Portable Projector - Funding is needed to support the purchase of two projectors. Human Resources Unit will need a projector to present the Richmond Police Department presentation and relevant information regarding hiring and recruitment.

Computers/Laptops – Funding is needed to support the purchase of computers/laptops for Background Investigators. Background Investigators will need computers/laptops to begin the background investigation on-site and virtually.
- F. CONSULTANTS/CONTRACTUAL:
Diversity, Equity, and Inclusion Consultant - The Richmond Police Department respectfully requests grant funding to support a Diversity, Equity, and Inclusion Consultant. The DEI Consultant must fully implement and execute the Officer Recruitment and Retention Plan.
- G. OTHER:
Most recruitment events require a registration fee. Registration fees will secure RPD’s participation in the event.

Overtime Travel – Human Resources Unit will travel to no more than five states to recruit persons interested in working with the Richmond Police Department. Funding will cover travel time and additional time outside regular working hours.

FY22 Mircogrants Community Policing Development Solicitation
Subcategory: Officer Recruitment and Retention

POC: Human Resources Division Chief & Grants Manager

Abstract:

The Richmond Police Department (RPD) is focused on building a diverse agency with equitable access to opportunities and an inclusive culture. RPD aims to bridge its current diversity, equity, and inclusion (DEI) gaps by expanding its ability to recruit and retain a diverse workforce and to build trust and confidence with the public and within the agency. Richmond Police Department is well-positioned to more strategically leverage DEI to accelerate its mission of providing the best public safety services to enhance safety and security in Richmond, Virginia.

As a first step to driving a culture of diversity, equity, and inclusion, RPD must understand the current state of DEI at the department. RPD is seeking grant funding to coordinate a contractual agreement with a DEI Consultant to understand the current state and provide recommendations to improve diversity, equity, and inclusion. The DEI Consultant will analyze RPD's current officer recruitment and retention efforts and develop an overall action plan.

Problem Identification and Project Description

Describe the specific audience in the following text box. (250 words)

The specific audience for this project is persons interested in or wanting to pursue a career in law enforcement. Interested persons, ages 21 and older, should consist of a diverse pool of applicants to reflect the communities we serve and possess qualities such as professionalism, bravery, strong ethics, and a deep respect and knowledge of laws.

Please describe how this Microgrant project will fulfill a specific public safety need. (max 250 words)

As long as there is a crime within our communities, there will be a need for public safety professionals such as police officers. People's lives depend on public safety professionals and their ability to respond quickly, effectively, and accurately. With the addition of a Diversity, Equity, and Inclusion Consultant, the Richmond Police Department (RPD) will attract and recruit a more diverse pool of applicants to carry out and protect the communities we serve.

What are the major activities that your agency will implement if funded? (250 words)

If funded, the Richmond Police Department will develop an agreement with a DEI Consultant to solidify RPD's Officer Recruitment and Retention Plan. A comprehensive analysis of the department's current needs will be the first step in creating the overall plan. With this plan, the DEI Consultant, Human Resources, and Media Relations will engage in a diverse and consistent recruitment and branding message, allowing for more efficient and effective recruitment efforts. These efforts will increase the visibility of branding and marketing initiatives to send a message

of diversity and inclusivity to prospective employees. With an effective recruitment plan, RPD will recruit locally and in target areas such as Georgia, New York, and Pennsylvania to broaden the employee pool of applicants. Additional targeted areas include but are not limited to colleges, universities, and military bases.

How will the proposed activities assist your agency in implementing or institutionalizing community policing? (250 words)

The proposed activities will assist the Richmond Police Department in implementing community policing by attracting and retaining the best law enforcement candidates who represent diverse backgrounds, knowledge, and experiences essential to building trust with the communities we serve. We aim to emphasize the primary components of community partnerships, organizational transformation, and problem-solving.

What is innovative about the approach, or how will your agency build on prior program success? Please include information on whether the approach has been previously practiced or tested by another agency. (500 words)

As a 2021 National Public Safety Partnership Site (PSP), the Richmond Police Department is committed to three years of technical training assistance, a comprehensive analysis of each police unit, and an array of resources to enhance public safety strategies. During this iterative process, RPD is provided with data-driven, evidence-based strategies tailored to the unique local needs of Richmond to build capacities to address departmental challenges. One of those challenges is recruiting and retaining a more diverse pool of officers. With over 100 vacancies due to retirement, competing salaries, and career shifts, there is a need to enhance the officer recruitment and retention plan. The Diversity, Equity, and Inclusion Consultant will build upon our current Officer Hiring and Retention Plan. This position is innovative because the Consultant will solely focus on aligning the hiring and retention efforts of the Human Resources Unit with media relations, marketing strategies, and community engagement.

The Washington State Patrol (WSP) hired a DEI Consultant to develop a Strategic Recruitment and Retention Plan, which resulted in a comprehensive plan including the following:

- Rebranding;
- Evaluation of current positions;
- Diversifying the applicant pool;
- Re-evaluating on-site testing and procedures;
- Hiring and Onboarding;
- Hiring incentives;
- and the marketing and social media strategies.

The University of Virginia Police Department hired its first-ever DEI Manager in February 2021. The DEI Manager leads the development and implementation of proactive diversity, equity, and inclusion initiatives to support the police department's overall efforts to serve the University and community. The DEI Manager also provides general direction and guidance, planning, policy input, strategic communication, and technical and internal support to the department.

The DEI Consultant will address four Law Enforcement Best Practices learned from the field:

- Practice 1: Develop a comprehensive recruitment program
- Practice 2: Develop a staffing analysis
- Practice 3: Get creative and expand recruiting horizons
- Practice 7: Bring job descriptions and application management into the digital age

For law enforcement reform to occur, departments and leadership must review measurable evidence-based strategies proven to work in other local, county, state, federal, and tribal agencies. This provides periodic public reviews on department understanding, and equity, inclusion, and diversity training can occur. Further, these strategies must ensure that community transparency and accountability standards are enforced by law enforcement leadership at all levels.

What are the final deliverables of the project? How do they contribute to the solicitation goals and requirements? (250 words)

The final deliverables of the project are to (1). Determine appropriate staffing levels; (2) Return to full staffing within the next two years; (3). Become a premier recruitment law enforcement organization, and (4) Attract applicants from all walks of life through a diverse advertisement campaign.

- Quality-driven, with an emphasis on action statements to drive promising practices and reduce variations in performance
- Evidence-based, with recommendations that are consistent with the weight of the best available evidence identified through systematic review
- Accessible, with clear language and manageable lengths that are appropriate and relevant for the law enforcement field
- Memorable, to encourage immediate actions or aid for the complex situations law enforcement professionals face

Project Reach and Impact

Identify any current governmental and community initiatives that complement or will be coordinated with the proposal. (250 words)

Various community initiatives are in alignment with the proposed project. The Community, Youth, and Intervention Services Unit (CYIS) is the hub for most RPD community-based initiatives. CYIS partners with the LGBTQ+ community and meets monthly with the LGBTQ+ Pride Committee to discuss issues and concerns that can translate into valuable training for current police officers and recruits. RPD maintains a strong relationship with the Latino community, primarily based in Richmond's Second Precinct. CYIS offers an annual Hispanic Academy. During the academy, participants learn about RPD operations, specialized units, volunteer opportunities, and opportunities to pursue a career in law enforcement. CYIS attends regular meetings with community partners, hosts events, and participates in community events. Each opportunity creates a space for conversations regarding officer recruitment, diversity, equity, and inclusion.

Describe the potential impact of the project to the law enforcement field as a whole. (250 words)

The potential impact of the Diversity Equity Inclusion Consultant could assist the Richmond Police Department in reaching its goal of making sure that the diversity of officers working in the Richmond Police Department accurately reflects the citizens in the communities that the officers serve. The Richmond Police Department's goal is to ensure that everyone, regardless of race, gender, or sexual preference, feels respected. A Diversity Equity Inclusion Consultant would play a vital role in ensuring that we achieve that goal yearly and can implement new ideas, programs, and training for the organization and personnel to ensure we achieve this goal year after year.

What specific outcomes does your agency expect to accomplish with this funding and how will the project team track or measure them? (e.g. what data will you gather in order to assist with evaluating the effectiveness of the program? Why did you choose that data?) (250 words)

With this funding, RPD expects to develop a mutual contractual agreement with a Diversity, Equity, and Inclusion Consultant to develop a comprehensive Officer Recruitment and Retention Plan. RPD also hopes to recruit, hire, and retain a more diverse pool of applicants. The progress of the DEI Consultant will be measured bi-annually through RPD's Performance and Evaluation Tool. All applications are tracked in NEOGOV, which asks specific questions about the Richmond Police Department and a person's decision to become an officer. Once officers graduate from the academy, they complete an anonymous survey and can provide written statements about any aspect of the recruitment and hiring process. Due to the nature of this project, the DEI Consultant will access all evaluation tools for effectiveness.

Please describe how these efforts will be sustained once the award ends (250 words)

While the RPD would like to absorb the DEI Consultant position to a full-time position, we cannot now due to overall changes within our Human Resources Department. However, we will continue to execute the Officer Recruitment and Retention Plan and request the formation of a permanent position with the City of Richmond in 2024 or 2025. The Officer Hiring and Retention Plan will remain in place as the RPD continues to support a diverse, equal, and inclusive organizational environment.

Management and Implementation

Describe the overall management and implementation plan for the project, including the identification of any key community or other stakeholder partnerships (community groups, private and public agencies) that will play a role in the implementation of this project. Note: A timeline of project deliverables, activities, and milestones will need to be uploaded in the "Additional Application Components" section. (250 words)

The Human Resources Division Chief will manage the Diversity, Equity, and Inclusion Consultant position and the overall plan. However, Media Relations, the Community, Youth, and Intervention Services Unit, Military personnel, colleges, and universities play a role in implementing this project.

Media Relations is ultimately responsible for rebranding the message of diversity, equity, and inclusion on social media platforms and traditional media outlets.

The Community, Youth, and Intervention Unit is responsible for connecting with community groups and inviting persons from all walks of life to consider a career in law enforcement.

Military personnel, colleges, and universities play a role by participating in the conversation on officer recruitment and hiring and allowing RPD to participate in site events.

Please identify key project staff and their experience, as well as the agency's capacity to carry out the project (250 words).

The City of Richmond Police Department will be the fiscal agent for the FY 2022 Microgrants – Officer Recruitment and Retention Grant. Coordination of all quarterly/biannual reports will be managed and submitted by the department's Grants Manager, who is responsible for ensuring the programmatic and fiscal compliance of all grant activities required by the Office of Community Oriented Policing Services. The Grants Manager has over twenty years of grant writing and management experience. The Human Resources Division Chief and designated personnel will oversee all aspects of the project, including supervising the Diversity, Equity, and Inclusion Consultant. The Human Resources Division Chief has a wealth of experience in law enforcement and the organizational structure of the police department.